

SARTORIUS

Simplifying Progress



Employee Handbook 2021 FAQ 常见问题清单

December, 2020



里程补贴 Mileage Allowance

1. 问：如果我因为牌照原因，拜访市内客户打车，拜访市外开车，这样子可以操作吗？申请里程补贴后，如果某天因公出行，但是因为限号或者其他原因无法开车，是否可以打车？

Q: Due to the traffic control of car license, can I take a taxi for business activities in my based location but driving car when travelling? Can I take a taxi in case of limited car license or other situation that I can't drive my car for business activities?

答：享有里程补贴的员工，一般情况下不再单独报销汽油费。无论是否出差，申请了里程补贴的员工，如遇限号、车辆维修保养、紧急出差等原因，也可乘坐公共交通工具或租车，该费用按照公司的报销政策进行报销，但不可以对乘坐公共交通或租车的里程(租车服务费含汽油费，如无法包含则汽油费单独申请报销)同时申报里程补贴。

A: Generally, the gas fee can't be separately reimbursed from the employee who is entitled to Mileage Allowance. Under special circumstances (eg. traffic control, repair/maintenance for a car, and urgent travel, etc.), the employee who has applied for Mileage Allowance can also take public transportation or rent a car for business activities regardless of travelling or not. The expense can be reimbursed according to Company Reimbursement Policy but can not be covered by Mileage Allowance at the same time (car rental shall include the gas fee. If not, the gas fee shall be reimbursed).

2. 问：我没有申请里程补贴，但因一些紧急情况需要出差但买不到火车/飞机票了，我只能开自己的车往返，请问能否报销油费？

Q: I'm not entitled to Mileage Allowance. Under some urgent circumstances, I need to travel by driving car due to no time to buy a train/plane ticket by prior booking. Can I reimburse the gas fee for this kind of driving?

答：根据《员工手册》16.3之规定，不享受里程补贴的员工，因公外出请使用公共交通并报销其费用。如遇特殊情况（如疫情、缺票等），请征得直线经理邮件批准后，可一次性报销此特殊情况下开车的汽油费，停车费及路桥费或租车的费用（含汽油费）。在提交报销时请附上直线经理的批准邮件。由直线经理审核此报销的真实性及合规性，必要时可要求员工提交里程清单。

A: According to the Item 16.3. specified in Employee Handbook, the employee who is not eligible for Mileage Allowance shall use public transportation for business activities and reimburse the expenses of public transportation. Under some special circumstances (eg. pandemic period, urgent travel without sufficient time to book public transportation, etc.), the Employee can drive car for business activities upon Line Manager's email approval and reimburse the fees of gas, parking, toll or the car rental. The Employee shall submit this kind of expense claim together with the email approval from Line Manager. It's the line manager's responsibility to make sure the expense claim is true and compliant. Line Manager can request the employee to submit this kind of reimbursement together with the mileage record as needed.



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3. 问：请问如果外地出差可以租车吗？

Q: Can we rent a car for business trip?

答：在征得直线经理书面同意的情况下，出差可以租车并报销租车服务费（含汽油费），但不能同时再申报此次出差的里程补贴。

A: The employee can rent a car for business trip once get the written approval from line manager. The rental (includes gas fee) can be reimbursed but can not apply for Mileage Allowance at the same time.

4. 问：上海员工开车上下班是否享受每月800元的车贴？

Q: Is the Shanghai based employee who driving car to go to the office or come home from work applicable to Commuting Allowance eg. RMB 800/month?

答：不享有里程补贴的常驻地为上海的同事，都享有每月800元的上下班交通补贴。

A: All the employees who are based in Shanghai but not eligible for Mileage Allowance are entitled to Commuting Allowance, eg. RMB 800/month.

5. 问：开车上下班可以申请里程补贴吗？

Q: Are we entitled to Mileage Allowance when driving cars to go to office/get home from office ?

答：有里程补贴资质的同事，开车上下班可以申请里程补贴，但不可同时享有上下班交通补贴。

A: The Mileage Allowance is applicable to those who have the entitlement of Mileage Allowance while driving cars to go to office/get home from office. However, the Mileage Allowance doesn't take into effect with Commuting Allowance at the same time.



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6. 问：一旦申请了里程补贴以后，即使当月没有报销里程，之前的800也没有了，对吗？

Q: Once the entitlement of Mileage Allowance takes into effect, will we not be applicable to Commuting Allowance ,eg. RMB 800/month?

答：按照公司规定里程补贴和上下班交通补贴不可同时享有。

A: The employees who are eligible for Mileage Allowance can not enjoy the entitlement of Commuting Allowance at the same time and vice versa.

7. 问：Base在上海的销售，拜访在上海的客户适用于里程补贴吗？

Q: Can a Shanghai based Sales Representative who visits a customer in Shanghai be entitled to Mileage Allowance?

答：享有里程补贴资格的同事，无论工作地在哪里，开车从事商务活动都适用于里程补贴，但不同时享有上下班交通补贴。

A: The Mileage Allowance applies to all the employees who have the entitlement regardless of locations. Please note that, employees who enjoy Mileage Allowance shall not be entitled to Commuting Allowance at the same time.

8. 问： 请问商务类型的职位是默认开通里程补贴申请权限的吗？

Q: Are all the employees in commercial functions has default entitlement of the Mileage Allowance?

答：享有原私车公用固定补贴的同事，将于2021年1月1日起自动转为享有里程补贴，无需再次申请。其他符合申请条件的同事可向直线经理提出里程补贴资格申请。

A: The employees who are entitled with fixed Allowance for driving personal car for business purpose are applicable to Mileage Allowance automatically since Jan 1 2021 without re-application. Other employees who are qualified for the entitlement of Mileage Allowance can submit your application to your Line Manager.



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9. 问：里程补贴是一个月填写一次总里程？还是每次用车后都要填写对应的里程？

Q: Is the Mileage Allowance reported and submitted on a monthly basis or every driving record basis?

答：员工每次用车后在系统中及时填写里程记录并保存，以月度的形式一次性提交。里程补贴经审核后以月度的形式随工资一同发放。

A: The employee shall save every record after driving and save the records in OA system. All saved records shall be submitted once at a month. The reviewed Mileage Allowance is paid once a month together with monthly payroll.

10. 问：谁来评判员工填报的里程是否准确？

Q: Who can judge whether the mileage reported by the employee is correct?

答：员工需根据诚信合规的原则如实填报里程记录，由直线经理来审核员工的里程申报是否真实、合规。一旦发现员工虚假申报里程记录，公司将追究相关方的合规责任。

A: The Employee shall report all mileage reports in good and compliant faith. It's every line manager's responsibility to make sure all his or her approved mileage report is correct and compliant. the Company reserves the rights to claim or sue for any incompliant behaviors.

11. 问：里程补贴如何申请或退出？

Q: How to apply for or withdraw from Mileage Allowance?

答：申请：员工填写里程补贴申请单（请至人力资源共享中心处索取）经直线经理签字审批后，将申请单及驾驶证、行驶证复印件一同发送至 ssc.online@sartorius.com，次月生效。

退出：请向直线经理发送退出邮件，待回复批准后将邮件转发至 ssc.online@sartorius.com，次月生效。

A: Application: the employee can contact SSC for application form and submit to SSC (ssc.online@sartorius.com) the form approved by the line manager together with driving licenses. The entitlement will take into effect from the next month after the submission.

Withdrawal: The employee submits to SSC (ssc.online@sartorius.com) the approved email for withdrawal from the line manager and the withdrawal will take into effect from the next month after the submission.



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12. 问：里程津贴每公里2.2元是否太低？

Q: Is the Mileage Allowance RMB 2.2/mileage is competitive enough?

答：公司此次制定里程补贴标准时参考了市场数据并对标我们竞争对手的补贴标准，目前的标准是具有市场竞争力的。公司也将定期对此标准进行审阅以适应市场的变化。

A: The Company make the competitive Mileage Allowance by taking the benchmark to the market, especially to our main competitors. The Company will review the Mileage Allowance on a regular basis in order to make sure it's aligned with the market.

13. 问：非上海的同事为何不享有每月800元交通补贴？

Q: Why is the Commuting Allowance eg. RMB 800/month applicable to Shanghai based employees only?

答：在赛多利斯中国出版2014版员工手册后，上海办公室进行了搬迁，受此影响，每月800元的上下班交通补贴仅适用于工作地在上海且不享有里程补贴资质的员工。

A: The Shanghai Office moved twice after the Employee Handbook Version 2014 took into effect. The RMB 800/month is to support all the Shanghai based employees who are not entitled to Mileage Allowance to go to office or come home from work.

其他问题 Other Questions

1. 问：员工预支是否可只申请一次，预支款返还后，自动享有下次备用金领用的资格无需反复申请？

Q: Can the employee only apply for the cash advancement for once to get the permanent entitlement for all the coming cash advancement without re-application?

答：出于公司信控需要，只有在员工已经结清前次预借款后，才能预支下次款项。每次预支都需申请。

A: For Company's credit control purpose, the employee shall apply for cash advancement at every time and shall refund the paid cash advancement before applying for next round.

2. 问：现金预支的申请及审批流程是什么样的？

Q: What's the application and approval process for a cash advancement?

答：员工预支通过Concur申请。详见《Concur使用指南》。

A: The employee shall make the application and get the approval from line manager in Concur. Please refer to Concur User Guide for details.

3. 问：请问出差的餐费补贴是否有考虑调整？

Q: If it is possible for the Company to consider adjusting the meal allowance standard for business trip ?

答：公司此次审阅出差补贴标准时参考了市场数据并对标我们竞争对手的标准，目前的标准是具有市场竞争力的。公司也将定期对此标准进行审阅以适应市场的变化。

A: The Company has made the competitive travel treatment by referring to the benchmark to the market, especially to our main competitors. The Company will review all the standards on a regular basis in order to make sure it's aligned with the market.

其他问题 Other Questions

4. 问：紧急出差怎么处理，可能客户需要我们当天到现场但是经理无法立刻在系统批复出差？

Q: How to handle the travel upon customer's urgent need where there's no time to apply for manager's approval in OA system?

答：如遇紧急出差请先联系直线经理，征得其同意后，在出差开始后的5天内在OA系统中补申请。

A: Regarding the travel at an urgent need, the employee shall contact Line Manager to get his/her approval and submit backwards travel request in the OA system within 5 days after the travel starts.

5. 问：拿到新的员工手册之后，旧的员工手册需要交回吗？

Q: Shall the employee return the old Employee Handbook to HR when getting the new one?

答：新员工手册将于2021年1月1日生效，并替代2014版的员工手册，2014版员工手册随即废止，员工无需交回。

A: The Employee Handbook Version 2021 will take into effect on Jan 1 2021 and will replace the version 2014, which will be forfeited at the same time. There's no need for the employee to return the Version 2014 to HR.

6. 问：上海员工是指合同跟上海签的还是家住在上海的？

Q: Whether the Shanghai employee refers to the employee who signs the contract with Shanghai legal entity or who is home based in Shanghai?

答：员工手册中提及的工作地点为劳动合同中约定的工作地点。

A: All the locations mentioned in the Employee Handbook mean the working location specified in the Employment Contract.

其他问题 Other Questions

7. 问：公司可否设立员工反馈及合理化建议等渠道？

Q: Will the Company set up a channel for employees to give any rational proposal (constructive suggestions) to improve the Company's policies and measures, or workflows?

答：如员工有对员工手册中任何规章制度有合理化建议，[请发邮件至ssc.online@sartorius.com](mailto:ssc.online@sartorius.com)，人事部定期会将建议推送给相关部门并将反馈告知员工。

For any rational proposal regarding the policies, rules and processes specified in Employee Handbook, please send your proposal/idea to ssc.online@sartorius.com. HR will forward the proposal/idea to the respective functions and send the feedback to the employee.

8. 问：是否有完整的Asia的协议酒店名单，尤其是中国主要城市的协议酒店清单？酒店清单是否可以定期更新。如何获取？如何增加协议酒店？是否能够在主要城市提供多个酒店供员工选择？

Q: Does the Company have Corporate hotel list in Asia region and also in China main cities? Can the Corporate Hotel List be reviewed and updated at regular basis. How the employee can get the List? How will the Company add more hotels into this list? Can the employee get more hotel booking options in main China cities?

答：1. 目前协议酒店暂没有覆盖到亚洲各国，请联系各地的行政、助理或邀请方了解当地协议酒店情况； 2. 协议酒店信息会每年更新，可以在公司公共盘或联系行政部获得； 3. 公司根据总体出差量和入住率与相关酒店协商以签订更多协议酒店及更优惠的价格。

A: 1. There's no Asia Corporate Hotel List. Please contact local Admin/Assistant/your travel host for local corporate hotels; 2. Company will review the Corporate Hotel List on a regular basis and the latest List can be found in Shared Folder or from Admin Department. 3. Company will review the Corporate Hotel List based on travel frequencies and hotel occupancies to get more competitive price with more corporate hotel sites.

9. 问：ForteBio现有奖金享有资格和赛多利斯不一样，公司将如何处理？

Q: The ForteBio's rule of incentive entitlement is different with Sartorius. How will the Company deal with it?

答：ForteBio将于2021年起适用于赛多利斯的奖金政策。2020年的奖金资格仍按照原有规定执行。

A: ForteBio China's Incentive Scheme will follow Sartorius' since Jan 1 2021. The rule of incentive entitlement 2020 keeps unchanged.

其他问题 Other Questions

10. 问：上海园区什么时候会收停车费？

Q: When will Shanghai Baijiatong Park charge parking fee?

答：赛多利斯上海办公室新址的物业暂时免征停车费。如将来需要征费，公司将提前告知员工。

A: Currently the parking in Shanghai Baijiatong Park is free of charge. Shanghai based employees will be notified in the future if it starts to charge.

Thank you.

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